

**ILLINOIS GAMING BOARD
MINIMUM INTERNAL CONTROL STANDARDS
SECTION H – CASINO ACCOUNTING**

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General

The accounting records maintained by each Owner Licensee must comply with requirements of the IGB Adopted Rules.

Controls Over Locked Accounting Box

The ICS must include control procedures over the locked accounting box which include a description of the following:

1. Location of locked accounting box(es), ensuring they are in an area which is accessible to those employees who are required to deposit documents; and
2. The designation of the accounting employees authorized to access the locked accounting box and remove the contents contained therein.

Storage of Unused Forms

The ICS must include procedures for the following:

1. Receipt, issuance and inventory of all prenumbered forms which must be controlled by accounting; and
2. Securing of blank prenumbered forms in a locked storage area.

Signature Records

1. Dated signature cards must be maintained by the accounting department or another department as designated by the Owner Licensee for each employee who is required to sign company documents.
2. The signature cards must be updated promptly to reflect changes in employment status, (i.e. promotions, transfers, terminations, etc.). The date the change became effective must be recorded on the signature card.

Deposit of Admission Tax and Wagering Tax

1. The Admission and Wagering Taxes must be paid via an Electronic Funds Transfer (EFT) system employing an Automated Clearinghouse Debit method (ACH-Debit).
2. Each Owner Licensee must submit the admission and wagering taxes in compliance with the IGB Adopted Rules.

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Manual Sensitive Key Logs or Automated Reports

1. Describe procedures for the retention of completed manual sensitive key logs or automated reports by the accounting department.
2. Describe procedures for reviewing the completed manual sensitive key logs or automated reports to ensure compliance. Include procedures for documenting any instances of noncompliance.

Complimentary Services

1. Each Owner Licensee must maintain detailed records supporting the accumulation of the costs of complimentary services and items.
2. A complimentary service or item provided to patrons in the normal course of business must be recorded at full retail price.

Procedures for Monitoring and Reviewing Gaming Operations

1. Procedures must be established for monitoring and reviewing daily gaming transactions for:
 - a. Live games;
 - b. EGDs;
 - c. Casino cashiering and credit;
 - d. Coupons;
 - e. Admission and wagering taxes;
 - f. Currency transaction reporting;
 - g. Withholding from winnings for Past-Due Support;
 - h. Sensitive key access; and
 - i. Reconciliation of numerical sequence of forms used, matching and reviewing all copies of forms, matching computer monitoring system reports with actual fill and payout forms and examination of voided forms.
2. If the EGD bill validator is not dropped each day, the tax must be paid daily using the amounts on the computer monitoring system. When the EGDs are dropped and counted, the amounts reported on the tax return (per the computer monitoring system) must be reconciled and adjusted.
3. Accounting must compare the computer monitoring system amounts to the actual amounts counted for all EGDs on a daily basis. If the total variance is 1% or greater, it must be investigated and brought to the attention of the IGB Docksite Supervisor.
4. Document the procedures for resolving questions raised during the review and monitoring of daily gaming transactions.

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5. Document the criteria for determining deviations from expected results of gaming operations that require further investigations and the procedures for conducting and recording the results of such investigations.
6. Casino accounting must run the applicable reports to verify the totals of all match play coupons, coupons for cash or chips and coupons for electronic credits and reconcile the reports back to the paperwork generated by the casino cages and/or soft count. Casino accounting must ensure the coupons for electronic credits verified through the soft count process are recorded as part of the EGD drop. The match play coupons verified through soft count must be processed as part of the table game drop.

Casino Accounts Receivable

1. All net changes in outstanding casino accounts receivable which are included on a main bank/vault accountability form must be summarized and posted to the accounting records on at least a monthly basis.
2. A casino accounts receivable aged trial balance, including the name of the patron and current balance must be prepared on at least a monthly basis.
3. The casino accounts receivable aged trial balance must be reconciled to the general ledger monthly.
4. The date for the aging of a patron's account in the case of consolidation of indebtedness must be the date of the oldest debt included in the consolidation.

Monthly Reporting Requirements

All monthly reports required by the IGB which are the responsibility of the accounting department must be prepared and submitted following the format prescribed by the IGB Administrator.

Voucher Audit and Accounting Procedures

1. The ICS must describe procedures to reconcile the daily redemption of all vouchers from the casino cage, Voucher Validation Terminals (Redemption Kiosks) and/or through the soft count process. At a minimum, reports detailing the following information will be generated for each gaming date:
 - a. A report showing the total amount of unpaid/unredeemed vouchers issued for the last 30 days;
 - b. A report showing all of the vouchers that were generated for a given day, detailing each voucher in detail;
 - c. A report showing all vouchers redeemed for a given day, or a range of dates. An audit version is allowed options for sorting by EGD number and print date;
 - d. A report showing all vouchers that have expired, and not paid during a date range;

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- e. A report showing all vouchers that were voided for a given day, or a range of dates. (Note: “voided” vouchers are generated whenever an EGD has a power outage or interruption while printing out a voucher.);
 - f. A report showing all vouchers older than 120 days and were paid during a date range; and
 - g. A report showing a list of all vouchers dropped for a given day.
2. Casino accounting must run the aforementioned reports to verify all totals and reconcile back to the paperwork generated by the casino cage, Redemption Kiosks and/or the soft count. Casino accounting must enter the vouchers verified through the soft count process as EGD drop. Vouchers redeemed at the casino cage and/or at Redemption Kiosks will be entered as paid outs.
3. The ICS must describe casino accounting procedures for the validation and reconciliation of vouchers that were issued at the casino cage.